

**Mississippi State Personnel Board
Human Resources Certification Program**



Program Policies

Office of Training and Development
210 East Capitol Street, Suite 250
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PURPOSE/OVERVIEW

The purpose of the Human Resources Certification Program (HRCP) is to develop well-trained human resources practitioners in Mississippi state government by providing a comprehensive training program specifically tailored to human resource professionals at both the technical and managerial levels.

The Human Resources Certification Program focuses on the application of key HR rules, regulations, policies, procedures, and practices.

HRCP consists of five levels:

- Level I: Human Resources Overview
- Level II: The Employee Life Cycle
- Level III: MSPB Processes
- Level IV: Budgets and Law Updates
- Level V: Essential Tools for HR Success

ENROLLMENT ELIGIBILITY

Participants must either work in the field of human resources in state government or be selected by his or her agency to participate as part of the agency's succession/retention/ talent management efforts.

PROGRAM ADMINISTRATION

The Human Resources Certification Program was launched June 2007 and is administered through the Office of Training and Development at the Mississippi State Personnel Board.

Program Administrators

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CERTIFICATION REQUIREMENTS

To achieve HRCP Certification, the participant must:

1. Attend the five levels of classroom instruction
2. Receive a passing score on the written test at the completion of Levels II and III
3. Submit two Application Reports after Level III
4. Complete an HR-related project and present it to OTD program director and agency management between levels IV and V
5. Submit the final two Application Reports after Level V

LEVEL I: HUMAN RESOURCES OVERVIEW (*Four Days*)

Overview of the State workforce; history of state government employment; history of human resources; top trends in human resources; overview of Mississippi State Personnel Board divisions and services; individual meeting with MSPB consultant; payroll & benefits administration; the State wellness initiative; the Public Employees' Retirement System; Human resources as an influencer; records management; competencies and HR; orientation of HRCP policies, project, and reports; Crucial Conversations®

LEVEL II: THE EMPLOYEE LIFE CYCLE (*Three Days*)

Recruitment, interviewing and selection; orienting and separating employees; employee onboarding/ orientation; effective interviewing skills; federal regulations; injury/illness/leave administration; workplace investigations; Myers-Briggs in organizations.

LEVEL III: MISSISSIPPI STATE PERSONNEL BOARD PROCESSES (*Three Days*)

The agency's classification plan; defining the individual job; determining the position's classification; developing the class specification; creating a class series; conducting a job validation; position management; understanding appropriations bills; conversion instructions; position status; program budget data; organizational charts; reorganizations, RIFs and furloughs; compliance reports and projection documents; determining compensation problems; effective salary surveying; reallocations and reclassifications; MSPB website online reports; variable compensation plan; NEOGOV; panel discussion on processes

LEVEL IV: BUDGETS AND LAW UPDATES (*Three Days*)

Acquiring and managing government resources; human resources and the agency budget process; conversion/MAGIC; the roles of the Mississippi State Personnel Board (MSPB), the Personal Services Contract Review Board (PSCRB), the Joint Legislative Budget Office (JLBO), the Joint Committee on Performance Evaluation and Expenditure Review (PEER), and the Department of Finance and Administration (DFA) in the budget process; Employment Law Updates; Crucial Accountability®

LEVEL V: ESSENTIAL TOOLS FOR HUMAN RESOURCES SUCCESS (*Three Days*)

Situational Leadership; ethics for human resources professionals; legislative updates; protecting the public trust: identifying fraud and deception; succession planning, mentoring, and motivation; panel discussion on career success in Human Resources

SCHEDULING FORMAT

The Human Resources Certification Program levels are scheduled annually.

ATTENDANCE

In order to attain the Human Resources Certification, the candidate must have attended at least 80% of each of Levels I-V. No more than two hours per level can be missed. If for any reason, participants must leave a training session or come in late, they will be required to arrange a make-up class through the Office of Training and Development. Make up sessions should be scheduled at the first available date to insure continuity of the program.

PARTICIPANT CANCELLATION

Participants unable to attend a session are encouraged to provide notice of cancellation to the Office of Training and Development at least two weeks prior to the scheduled class. In doing so, waiting list participants may be added to the enrollment.

EXAMINATION

Participants are required to complete and pass a test at the end of levels II and III before advancing to the next level. The minimum requirement for passing a test is 80%. Examination papers will be the property of the Office of Training and Development. Neither the examination nor copies of the examination papers will be returned to participants. Participants will be notified of their examination results within seven (7) days of the date of examination. Only a pass/fail score will be reported to the participant. Permanent records are maintained by the Office of Training and Development and are not provided to the agency for the purpose of becoming a part of the participant's official personnel file.

The examination may be retaken twice for a total of three times when a score of 80% has not been obtained.

CERTIFICATION SEQUENCE CHART

The recommended sequence of steps to complete the requirements for the award of the HRCP designation is as follows:

1. Attend Level I
2. Begin work on the Application Reports*
3. Attend Level II and pass the written test
4. Attend Level III and pass the written test
5. Turn in two Application Reports
(Due one month after completing Level III)
6. Submit Project Proposal to HRCP program director for approval
7. Attend Level IV
8. Submit Project Report to HRCP program director and schedule presentation
9. Deliver Project Presentation
(Due one month after completing Level IV)
10. Attend Level V
11. Turn in final two Application Reports
(Due one month after completing Level V)

** See Application Report Guidelines for instructions in completing the Application Report.*

ELECTRONIC COMMUNICATION DEVICES USAGE POLICY

The Mississippi State Personnel Board is committed to providing a positive training experience to all participants in the Office of Training and Development programs. To uphold this commitment, the Mississippi State Personnel Board Office of Training and Development requires participants ***to set all electronic communication devices (including smart phones, tablets, etc.) to silent and to use these electronic devices only during designated break times.***

The use of any electronic communication devices (including texting) during class time will count against class participation and may be grounds for removal from the class.

Thank you for respecting this policy and your fellow participants in the training programs.

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